

## **PAYROLL TECHNICIAN**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs responsible paraprofessional work involving the preparation and/or maintenance of payroll or related records and reports; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Entering and preparing payroll; verifying time sheets; maintaining payroll records and files; preparing payroll reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs customer service functions for employees, managers, or other individuals; answers telephone calls and greets visitors; provides information and assistance regarding payroll information and procedures; researches problems and initiates problem resolution.
- Reconciles clerk's miscellaneous pay, leave and pay dock batches; moves batches to live payroll; processes edit and balances to batch report totals; reviews reports for accuracy and submits for approval.
- Compares back up documentation for employee master file changes for payroll, direct deposit, deduction or supplement changes; reports errors for correction.
- Reviews salary adjustment calculations for new hires, terminations and other salary changes; reports errors for correction; keys monthly adjustments into batch balance to documentation; submits batch report and documentation to senior technician for review and approval; posts batch; runs final edit, reviews and submits for approval; processes payroll.
- Calculates, reconciles, and reports taxes for processed payrolls; clears taxes for processed payrolls; assists in generating annual W-2 forms.
- Maintains payroll general ledgers in financial system; reconciles payroll general ledger reports each payroll; prepares wire transfers.
- Prepares payroll reports for various departments and payroll book; ensures accuracy of payroll register and related reports; submits payroll reports to appropriate management personnel.
- Prepares division calendar reflecting County pay dates, school pay dates, deadlines to submit payroll data, vacation dates, and other key dates.
- Prepares various audit reports; retrieves, complies, and provides requested materials for payroll auditors.
- Processes documentation pertaining to worker's compensation; audits employee benefits.
- Delivers payroll vendor documentation to accounts payable to process.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to understand and interpret various payroll ordinances; ability to follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill in the use of a variety of office machines and some typing; ability to establish and maintain effective working relationships with associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by course work in accounting and some accounting and payroll experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.